

Town of Belmont  
Department of Public Works

Space Needs Summary

<b>Name of Space</b>	<b>General Description of Needs</b>
DPW Director Office	Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area.
Assistant DPW Director Office/Hwy Division Director	Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area.
Highway Operations Manager	Desk work area, support furnishings, seating for up to 2 visitors, and small work table area.
Parks & Cemetery Division Director Office	Future office area to include desk work area, support furnishings, seating for up to 2 visitors, and small work table area.
Water Superintendent	Desk work area, support furnishings, seating for up to 2 visitors, and small work table area.
Assistant Water Superintendent	Desk work area, support furnishings, seating for up to 2 visitors, and small work table.
Reception Area / Vestibule / Waiting Area	Air lock, seating area, counter area
DPW Administration Office Area	Work area for seven (7) Administrative Assistants, including a work area/active file area
Cemetery Sales Office	Secluded office with table and seating
Administration Toilet Facilities	Locate adjacent to conference room, single fixture, ADA compliant
Cemetery Records Storage Room	Fire proof records storage
Copy / File / Mail Area	Counter area with room for water / sewer billing equipment, copy machine, layout table
CAD / GIS Area	CAD/GIS work stations with space for large scale plotter
Active File Storage	Flat file, file cabinet, hanging file, and floor storage capabilities. Fire rated room.
Archive File Storage	Flat file, file cabinet, hanging file, and floor storage capabilities. Fire rated room.
Conference Room	Small conference room for up to ten (10) personnel
Supply Closet	Shelving for general supply storage
Training Room	Large room with seating and work area for up to 60 employees. Space to include large closet for storage of tables and chairs. Space to be equipped with counter and sink area. Locate to allow for night meetings.
Foremen Office Area	Space for four (4) Highway Foremen, One (1) Cemetery Foreman, One (1) Parks Foreman, One (2) Water Foreman
Central Plan Storage Room	Locate adjacent to Foremen Office with plans storage furnishings and layout table.
Male & Female Locker/Shower/Toilet	Include up to 50 double lockers and an additional 15 single lockers for part time employees in male locker room and 3 double lockers in female toilet room.

Work Force Lunch Room	Full kitchen (sink, stove, refrigerator, microwaves) and seating for up to 50 personnel. Include counter seating around perimeter.
Dispatch Office	Exterior office
Command Center	Counter with sink, work areas for up to five (5) personnel, outside wall, open wall area for maps
Sign Shop	Bay for storage of line painting equipment, wash area for latex paint, sign storage, pole storage, small work bench, small desk & office area, flammable storage cabinets, stencils
Water Meter Testing Shop	Meter testing area (double test stations, meter storage, meter repair benches)
Water Workshop	Bay for interior vehicle access, secured hand tool storage area, flammable storage cabinets, water parts, secured material storage
Parks Work Shop	Bay for interior vehicle access, secured hand tool storage area, provide space to maintain small mowers, provide lubrication evacuation system to pump back to maintenance waste oil tank, bulk paint storage area for 5 gallon line paint materials, line equipment storage area, two (2) work benches, small workshop equipment (grinder, drill press), irrigation parts storage, plumbing parts storage, lumber storage (2x6), flammable storage cabinets, up to 3 pallets of Quick Dry Turface.
Cemetery Work Shop	Bay for interior vehicle access, secured hand tool storage area, small mower & equipment maintenance area, provide lubrication evacuation system to pump back to maintenance waste oil tank, flammable storage cabinets, work bench, blade sharpener, pallet storage for seed, ice melt, fertilizer.
Highway Work Shop	Bay for interior vehicle access, secured hand tool storage area (200sf), flammable storage cabinets, portable pump storage
Small Parts Paint Booth	12' wide x 15' deep by 8' high small parts paint booth with open front sized to allow painting of plows. Must be located at the end of a vehicle accessible bay (possibly in the maintenance area).
Maintenance Supervisor Office	Desk work area
Maintenance Reference Room	Book shelves and reference table
Vehicle Maintenance Bays	Minimum of 5 bays (1 per Mechanic plus long term), preferred is 8 bays (2 per mechanic), one bay must accommodate fire dept +/- 40' long ladder truck
Maintenance Welding Shop	Large enough to pull in a vehicle, include welding bench with exhaust hood, metal storage rack, plow blade storage rack, drill press, grinding equipment. Space to be set up for future CNG/ alternatively fueled vehicle bay.
Maintenance Tire Shop	Tire storage for DPW tires (+/- 100 including 8-10 large front end loader tires), +/- 60 tires for the police department, two (2) tire machines, balancer, inflation cage.

Maintenance Parts Storage	Light duty shelving, heavy duty shelving, wall storage, and floor storage for parts
Small Equipment Maintenance Area	Small equipment lift and work area with workbench
Maintenance Fluid Storage Room	Bulk tank and drum storage, wall mounted pumps, closed fluid distribution system, located on exterior wall for fluid delivery and removal, outside containment port for fluid removal and delivery, compressor.
Wash Bay	Drive through wash bay with catwalks each side and trolley system each side.
Wash Bay Equipment Room	Wash reclaim equipment, pressure washer, and reclaim pit.
Material Storage Area	<ul style="list-style-type: none"> <li>- 12 pallets of non-toxic fertilizer (consider pallet rack)</li> <li>- Pipe storage for Water Department (up to 18' lengths)</li> <li>- Plow blade storage</li> <li>- Barricade storage (100sf)</li> <li>- Cone storage</li> <li>- Trash can storage (200 sf)</li> <li>- 2 - 8' diameter ice-b-gone tank</li> <li>- Cement pallets</li> <li>- Small recycle bins (200sf)</li> <li>- Roll around recycle bins (200sf)</li> <li>- 8 pallets of composting bins</li> <li>- Fencing</li> <li>- Hoses</li> <li>- Lumber</li> <li>- PVC pipe (10' x 20')</li> <li>- Sewer &amp; stormwater material protected storage</li> <li>- Water pipe (up to 18' lengths)</li> <li>- Cold patch bin</li> </ul>
DPW Vehicle Storage Area	Storage of large and small vehicles
Equipment Storage Area	<ul style="list-style-type: none"> <li>- Sidewalk plow #43 (4' x 15')</li> <li>- Sidewalk plow #40 (4' x 15')</li> <li>- Sidewalk plow #39 (4' x 15')</li> <li>- Backhoe attachment (6' x 10')</li> <li>- John Deere small equipment M62320 (6' x 12')</li> <li>- Shortcut riding mower (4' x 5')</li> <li>- Blower attachment (4' x 4')</li> <li>- Aerator attachment (8'x10')</li> <li>- SCAC 72 riding mower (6' x 9')</li> <li>- SCAC 25 push mower (5' x 6')</li> <li>- Toro Groundmaster M58168 (9' x 12')</li> <li>- Ryan push equipment (3' x 4')</li> <li>- Spreader attachment (4' x 4')</li> <li>- Riding Super Rake (7' x 8')</li> <li>- Roller (4' x 7')</li> <li>- Push sweeper (4' x 6')</li> <li>- 5 - Cemetery riding mowers (6' x 9') seasonal storage</li> </ul>

Towed Equipment Storage	<ul style="list-style-type: none"> <li>- Sewer Cleaning System (7'x14')</li> <li>- Compressor M2051 (6' x 15')</li> <li>- Rodder #54 (6' x 11')</li> <li>- Rodder #51 (6' x 11')</li> <li>- Stump Grinder M2050 (8' x 13')</li> <li>- Trailer M4567 (8' x 15')</li> <li>- Cement Mixer (7' x 8')</li> <li>- Large Trailer (9' x 23')</li> <li>- Small Trailer (5' x 11')</li> <li>- Vac #68 (8' x 15')</li> <li>- Cement mixer (5' x 11')</li> <li>- Towed water light tower (6' x 10')</li> </ul>
Town Vehicle Storage Area	Separate vehicle storage area for Town vehicles which will not provide access to remainder of facility; COA bus, Health Dept vehicle, animal control vehicle, engineering station wagon, extended van
Electrical Rooms	Main and secondary distribution panels
Mechanical Rooms	Plumbing and fire protection services and support equipment
Telephone / Data Room	Server and telephone equipment
Sander Body Hanging System	4 drop in type bodies (independent canopy system)